

**Mono County  
Community Development Department**

P.O. Box 347  
Mammoth Lakes, CA 93546  
(760) 924-1800, fax 924-1801  
commdev@mono.ca.gov

**Planning Division**

P.O. Box 8  
Bridgeport, CA 93517  
(760) 932-5420, fax 932-5431  
www.monocounty.ca.gov

**SECONDARY HOUSING  
CHECKLIST**

Return this form with the application package.

|  |
|--|
| <b>PLANNING DIVISION<br/>USE ONLY</b>  |
| <div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"><input type="checkbox"/><br/>YES</div><div style="text-align: center;"><input type="checkbox"/><br/>NO</div></div>  |
| LETTERS OF APPROVAL<br>SUBMITTED   |
| <div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"><input type="checkbox"/><br/>YES</div><div style="text-align: center;"><input type="checkbox"/><br/>NO</div></div>  |
| STATEMENT FILED  |
| <div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"><input type="checkbox"/><br/>YES</div><div style="text-align: center;"><input type="checkbox"/><br/>NO</div></div>  |
| STATEMENT FILED  |
| <div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"><input type="checkbox"/><br/>YES</div><div style="text-align: center;"><input type="checkbox"/><br/>NO</div><div style="text-align: center;"><input type="checkbox"/><br/>N/A</div></div> |
| <div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"><input type="checkbox"/><br/>YES</div><div style="text-align: center;"><input type="checkbox"/><br/>NO</div></div>  |

**CHECKLIST FOR SECONDARY HOUSING**

(to be reviewed and signed by applicant)

[ ] The new unit will conform to the height, setbacks, lot coverage, snow storage and other zoning requirements applicable to residential construction in the zone in which the property is located.

[ ] The new unit will not overburden existing water or sewer capabilities for the site. Where the site is connected to a public utility, a letter from the district stating its ability to provide services to the new unit will be included in the application package. Where an individual well and/or septic system will be utilized, a letter of approval from the Health Department shall be included in the application package.

[ ] The existing, primary unit on the parcel will continue to be occupied by the property owners. A "Statement of Owner's Intent for Secondary Housing" shall be included in the application package.

The new unit will not be rented on a transient basis (i.e., fewer than 30 consecutive days). A Statement of Owner's Intent for Secondary Housing shall be included in the application package.

[ ] The construction of the new unit will not violate any CC&Rs (Conditions, Covenants & Restrictions) pertaining to the subject parcel. A "Statement of Owner's Intent and Compliance" shall be included in the application package.

[ ] Two on-site, non-tandem parking spaces shall be provided in addition to the two required for the primary unit. However, tandem parking will be considered by the Planning Commission on a case-by-case basis. All parking will be improved (paved, etc.) as required by the General Plan.

|   |
|---|
| <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <input type="checkbox"/><br/> YES </div> <div style="text-align: center;"> <input type="checkbox"/><br/> NO </div> </div>                 |
| <div style="display: flex;"> <div style="flex: 1;"> Reviewed by _____<br/> on _____<br/> APPROVED <input type="checkbox"/><br/> REJECTED <input type="checkbox"/> </div> <div style="flex: 1; text-align: center;"> Staff </div> </div> |

[ ] The secondary unit shall be architecturally compatible with the primary residence. If attached, the entire structure will resemble a single-family residence and the second unit's entrance will be on the side or rear of the building.

I HEREBY DECLARE THAT I have reviewed the foregoing and that I have submitted to the Planning Division all required documents pertaining to this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## SECONDARY HOUSING INFORMATION

California state law has mandated that Mono County expand its existing housing stock by allowing a second housing unit on parcels zoned for single-family residential units, Mono County has imposed certain regulations in order to protect the health, safety and welfare of its residents.

A secondary housing unit, also known as "granny housing," is defined as a rental residential unit located on the same parcel as the primary dwelling unit. It provides complete, independent living facilities (sleeping, eating, cooking and sanitation) for one or more persons. It can be either attached or detached, depending on parcel size as follows:

### TYPE AND SIZE OF SECONDARY HOUSING

| <u>PARCEL SIZE</u>               | <u>UNIT ALLOWED</u>   |
|----------------------------------|---|
| 1. Less than 7,500 sq. ft.....   | None  |
| 2. 7,500 to 10,000 sq. ft.....   | Attached, not to exceed 400 sq. ft. in area   |
| 3. 10,000 sq. ft. up to one acre | Attached, not to exceed 650 sq. ft. in area   |
| 4. One acre or larger.....       | Detached or attached, no size limitation other than that imposed by regulations of the General Plan or the Uniform Building Code. |